



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
Grants Review Committee
DRAFT MINUTES**

April 28, 2010

3:00 p.m. – 5:00 p.m.

Developmental Disabilities Planning Council
3839 North Third Street, Suite 306
Phoenix, Arizona 85012

A standing committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on April 28, 2010 at the DDPC, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Will Humble, Chair John Black Greg Devorce John Eckhardt Rhonda Webb
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Roberta Blyth, Fiscal Manager Marcella Crane, Contracts Manager	Tim Martin
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A. Call to Order:

Will Humble welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Grants Review standing committee meeting. Meeting was called to order at 3:07 p.m.

B. Approval of Minutes

The March 22, 2010 minutes were reviewed. No changes were offered. A motion was made by John Black to approve the minutes. Motion seconded by John Eckhardt. Motion carried.

C. ISA with Governor's Office

The Governor's Office developed an ISA for the Council to pay for the period of time that Patti Cordova was the Interim Executive Director. The time period is from September 3, 2009 to January 29, 2010. Seventy percent (70%) of her time was allocated to the work of the DDPC and thirty percent (30%) was allocated to her work as Director of the Governor's Division for Children. The ISA has been signed by Larry Clausen and is in the process of being signed by the Governor's Office. A one time transfer will occur between the entities and funds will be paid from federal fiscal year 2009.

A motion was made by Rhonda Webb to approve the ISA with the Governor's Office for the amount of \$28,965, a one time transfer of funds. Motion was seconded by John Black. Motion carried.

D. ISA with Sonoran UCEDD

The DDPC developed a draft ISA with the Board of Regents, University of Arizona, Sonoran UCEDD for the purpose of the Sonoran UCEDD to conduct a comprehensive and statewide data collection and analysis of the needs and gaps in services for individuals with developmental disabilities. Final reports will become the basis for the DDPC's Five Year Plan for federal fiscal year 2012-2016. It is important to note that Council member Leslie Cohen is affiliated with the Sonoran UCEDD, however she is not listed as part of the research team for this project. Her involvement with the development of the ISA is to clarify any programmatic and/or budget questions.

A thorough discussion took place regarding the proposed third draft budget, as well as the key staff and proposed activities for surveys, interviews and statewide forums targeting individuals with developmental disabilities, families and other key stakeholders.

Committee members requested the following information to be included as part of the approved ISA:

1. A bio on the two key researchers, Dr. Stephen Gaarder. This will be shared via email with the committee members upon receipt, and will be included as an attachment to the final ISA.
2. A final PowerPoint that will summarize the key findings and data collected to be posted on the DDPC's website by April 15, 2011. The PowerPoint shall be presented in an easy-to-read and understandable format.
3. The Committee discussed and approved the third draft budget in the amount of \$52,743.
4. The Committee requested that the two key researchers present their findings to the full Council at an upcoming DDPC Retreat, date to be determined.
5. The Committee requested that an outline be developed with the key tasks that will be undertaken by key researchers for review and discussion at the next DDPC meeting.

A motion was made by Chairman Humble to approve the ISA with the Sonoran UCEDD for the amount of \$52,743 and to have the additional information requested and to be a part of the ISA. Motion was seconded by John Black. Motion carried.

E. Recap of March 22, 2010 Meeting

Larry Clausen discussed key areas of the March 22nd minutes, Section D – Review of the Health Care Scope of Work. The discussion that was part of this March agenda was in violation of the Open Meeting Law and any decision made by the Committee could not be acted upon. Therefore, Mr. Clausen proceeded to give an update with the following information:

1. Proposed: Easy to read information posted on the DDPC's website on the budget cuts approved by Governor's Brewer, especially as it relates to cuts in services for individuals with developmental disabilities and their families.
Status: The Public Policy (Legislative) Committee has been tasked with this and has developed an overview of state cuts as it stands. Updates will be provided to the full Council and posted on the DDPC's website.

2. Proposed: Easy to read information posted on the DDPC's website on the federal Health Care Reform Act, especially related to the how individuals with developmental disabilities and their families will be impacted.
Status: A PowerPoint that was distributed at the NACDD Spring Conference will be modified by Mr. Clausen, and then posted on the DDPC's website. The NACDD is viewed as a trusted source.
3. Proposed: Interagency Service Agreement (ISA) with the Arizona Department of Health Services for data collection of tobacco product usage by individuals with developmental disabilities.
Status: Tobacco will be incorporated in the Request for Grant Application that will entail Area of Emphasis Health Care, Objective #2.
4. Proposed: an RFP or Request for Quotes (RFQ) for a contractor to hold educational programs around the state, for unserved and underserved populations about tobacco cessation programs.
Status: Same as above, tobacco will be incorporated in the Request for Grant Application that will entail the Area of Emphasis Health Care, Objective #2.
5. Proposed: an RFP or RFQ for a contractor to propose a coordinated plan to educate the public on the effective changes related to the state budget cuts and the new federal Health Care Reform Act.
Status: This task will be on hold as the state budget for fiscal year 2010 is still being finalized. In addition, there will be reputable sites that will have information on the federal Health Care Reform Act.

F. Recap of Meeting with DES

Marcella Crane, Contracts Manager for the DDPC, gave an overview of the meeting with DES Office of Procurement. Per the Council's MOU with DES, the Council has the authority to enter into any ISA or IGA with a state or governmental entity without prior approval or review by DES Office of Procurement.

In addition, per the MOU with DES, the Council has the authority to do 'financial assistance' as long as each step is followed in A.R.S. §41-2701-2706. The DDPC will award any grant in accordance with the competitive grant solicitation requirements of Title 41, Chapter 24 of the Arizona Revised Statutes. The process of issuing out financial assistance will be done through a Request for Grant Application (RFGA). A draft solicitation is currently being developed and will be discussed in much more detail at the next Grants Committee meeting.

G. Business Updates and News

Chairman Humble provided the following updates:

- Arizona Department of Health Services (DHS) will be receiving federal dollars from the Health Care Reform Act to develop public health prevention materials for the public.
- A change in the rule making for licensing Child Care Centers is being developed by the DHS. Public feedback is being requested. The change will allow an individual with a developmental disability to be employed at a child care facility and be counted as staff. This will help with the ratio of staff per child (currently 1:8).

Greg Devorce stated the fundraising activities by People First and Best Buddies is going well and successful.

H. Future Agenda Items

Chairman Humble asked the committee members for future agenda items. John Black requested as an agenda item the tobacco usage by individuals with developmental disabilities.

I. Call to the Public

Chairman Humble made a call to the public. No public members attended the meeting.

J. Adjourn

A motion was made by John Black to adjourn the meeting. Motion seconded by Rhonda Webb. Motion carried and the meeting was adjourned at 4:20 p.m.

The next meeting of the Grants Committee is scheduled for Wednesday, June 2, at 3:00 p.m.